

Applicant: Jackie West, President of Community Commonwealth

Date: August 31, 2016

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Purpose of Event: We would like to run a Haunted House at 6214 Cass Street/ 63rd. Our Haunted House began in 1970. We are said to be the longest consecutively running Haunted House in the country. Our Primary Purpose when we began was to create something constructive for kids to do during the Halloween season that would keep them off the streets and prevent them from causing mischief. That is still our purpose today.

Our "Haunters" get to be part of every step of the process of our House. We come up with the theme and then they get to come up with room ideas, costumes, makeup and skits. We teach them how to build the rooms. Every year I am blown away at seeing the kids' creativity and drive.

Our House is different from almost all the others as we don't do this for the profit. We do this for those kids and for the community. We look for ways that our House can help the Community it is in. We have done Blood Drives where people who donated blood got money off admission. We have raised money for community causes by donating \$1 from each admission to the organization. We do the only FREE Kiddie Matinee where the lights are on and we don't have our usual Haunters working the House and our guests get to go Trick or Treating from room to room. We just ask that our visitors bring a donation for a food pantry.

We would love to get Westmont schools involved. We can always use more kids to design rooms, build them, paint them, do makeup and do the scaring.

This year we are going to have \$5 coupons off admission available all over. But people can also bring either a gently worn coat, unwrapped toy or 5 items for a food pantry to get \$5 off if they don't have the coupon. We have partnered with the Salvation Army for a Christmas Event that benefits kids in the hospital with cancer during the holidays and these items will go towards that project.

Number of days requested: We would be open Friday and Saturday nights [Except for Halloween week when we would also be open Sunday & Monday], 7:30pm-12am. The dates would be October 14, 15, 21, 22, 28, 29, 30, 31 & November 4 & 5. It will be our regular Haunted House from 7:30-9:30pm. Then our House will go on break from 9:30-10pm. 10pm-12am will be our more extreme Haunted House. We would do our FREE Kiddie Matinee on two Sundays, the 16<sup>th</sup> & 23<sup>rd</sup>, noon-4pm. Finally, we let the kids have a dress rehearsal night the night prior to open where we are not open to the public but it's when they can invite their friends and family to go through for free. Sometimes

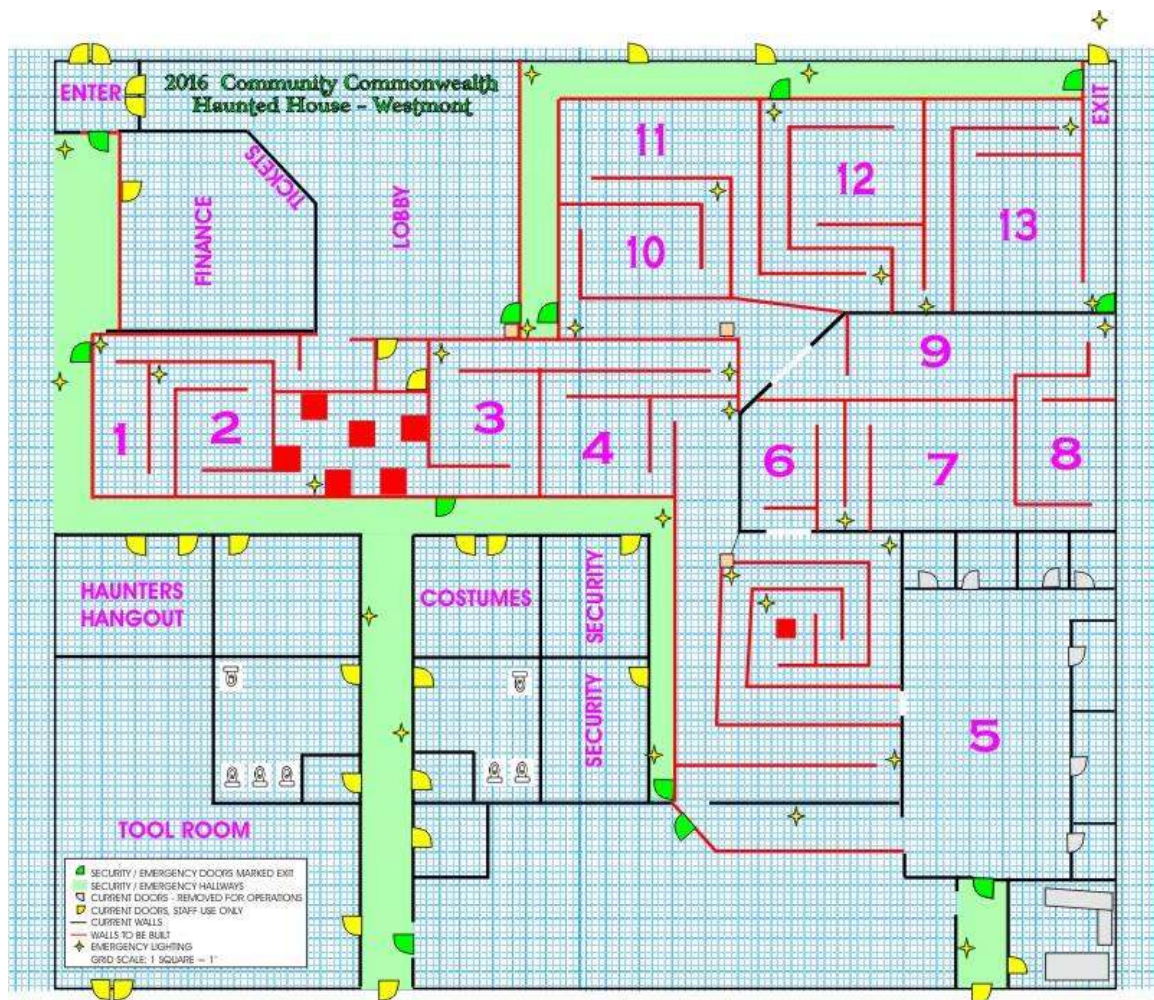
we have opened that night up to press & Village People as well. That would be Thursday the 13th, 7-9pm.

Commencing: We would open to the public on Friday, October 14th.

Concluding: Our final night open would be Saturday, November 5th.

Number of Employees: We don't have employees as we are a not-for-profit organization and are all volunteers. We typically have around 50 people or more volunteer to work the event.

Floor Plan: Is below



Parking Plan: There is a parking lot in front of the building as well as one in the back. We plan on having our people park in the lot in the back to leave as much in front for visitors as possible.

**Security Plan:** We have a designated Security Team who wear shirts designating them as such who work the lobby and go through with various groups as they walk through the House. We have what we call "Roamers" who work the lobby to see if any one in line may be an issue going through the House. They then alert security so we can walk through with that group to make sure there isn't an issue. We have a camera system where there is one camera in every room and hallway in the House that is hooked up to a monitor in the Security Office that has a DVR that records any time there is movement. Each room has a radio that the Haunters know where it is and to call us if there is any problems. They are trained to know how to identify the person so Security can find them in the House.

Our House is built inside the structure so that there is a emergency hallway around the entire House and then there are emergency doors throughout. There is a quick exit from every point in the house. We then create escape plans that are posted outside each emergency door so people know how to get out. All of our emergency lighting is LED.

**Bathroom Facilities:** There are 2 bathrooms on the premises with multiple stalls but that will be used for our people only. We will get 2 porta potties that will be placed right at the back of the mall so it is out of sight from the general public for customers. 1 regular and 1 that is ADA compliant.

**Insurance:** We have a 2 million dollar policy. General Liability has General Aggregate - \$2,000,000. Each occurrence - \$1,000,000. Fire Damage \$100,000 Excess Liability has \$2,000,000 each occurrence. When we have this all finalized we will get an updated COI listing the Village of Westmont as an Additional Insured.

**Signs:** We would like to have a sign or banner at any major intersection that you normally advertise upcoming events. If that is not permitted, we understand. We would make them to your specifications if it is allowed.

**Sound Ordinance:** We usually do one soundtrack that runs through every room in our House through speakers. It is just music and if possible it has something to do with our theme for that year. This year's theme is Phobias. So it would also include people screaming, a dentist drill, birds, things like that. We also usually have someone with a chainsaw at some point in the House. The blade is obviously off of it. It's the noise that scares people.